



PROGRESS REPORT - EMPG
DEPARTMENT OF EMERGENCY SERVICES
SFN 54401 (7-2005)

Send completed report by mail, fax, or email to:
Department of Emergency Services
PO Box 5511
Bismarck, ND 58506-5511
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Grant Program		Fiscal Year	
Name of Subgrantee	Name of Contact		
Address	City	State	Zip Code
Telephone Number	E-mail	DEM Grant Code	
Fax Number	Report Number	Report Date	

The solution areas are:

- Planning
- Equipment
- Training
- Exercises
- M&A
- Organizational Activities

The equipment categories are:

- 4 - Information Technology
- 11 - CBRNE Reference Materials
- 21 - Other Authorized

Note: These progress reports are due on the following dates until all funds are expended:

January 15
April 15
July 15
October 15

- The following projects must be completed as part of the FY 2005 Emergency Management Performance Grant. The performance period for this grant is October 1, 2004 through September 30, 2005. All tasks must be completed or at least in progress by September 30, 2005.
- For each project, documentation must be provided evidencing completion of task.
- If a project, is not complete, a status (detailed narrative) must be given indicating what has been done, what is being done, and when the task is scheduled for completion, and why the task is not complete.
- For each solution area indicate the status of the projects listed.
- For **Planning, Organizational Activities, and M&A** attach evidentiary documentation to support activities (copy of plans, meeting minutes, etc.).
- For **Training** indicate the number of personnel trained at each level in each discipline. Attach a copy of the course outline, and attendance roster. Include the name of the course and the dates.
- For **Exercises** indicate the type and number of exercises conducted and the disciplines involved. Provide a copy of the HSEEP form.
- For **Equipment** identify the equipment category and the status of purchasing the equipment to include any difficulties.

Solution Area:

Management and Administrative Activities, Organizational Activities, & Equipment Activities

Projects:

Evaluate, update, and enhance program management plans as needed.

Submit Financial Reimbursement requests as needed, with appropriate documentation.

Submit Hazardous Materials Emergency Preparedness (HMEP) grant progress report if applicable.

Submit LEPC/TEPC minutes.

Status (a detailed narrative):

Solution Area:

Planning Activities

Projects:

Facilitate the development of Citizen Corps Councils.

Review, update, and maintain LEOP to incorporate National Incident Management System (NIMS), comply with Nation Response Plan (NRP), and integrate citizen/volunteer resources and participation.

Review, update, and maintain Multi-Hazard Mitigation Plan (MHMP) to comply with Disaster Mitigation Act of 2000.

Establish, maintain, and participate in the National Flood Insurance Program (NFIP).

Develop and maintain mutual aid agreements in accordance with federal, state, and local laws and regulations.

Implement and comply with the NIMS, which includes adoption of the Incident Command System (ICS).

Complete NIMCAST by September 30th.

Update NIMCAST as needed.

Review and update risk assessment, including conducting impact analysis for newly identified hazards.

Maintain and update resource capability shortfalls assessment.

Maintain, update, and enhance standard operating procedures (SOPs) as needed.

Conduct national Preparedness Awareness Campaign (September).

Assess EMAP standards.

Status (a detailed narrative):

Solution Area:

Training and Exercise Activities

Projects:

- Complete Professional Development Emergency Management Courses.
- Recruit for Emergency Management and Homeland Security Courses.
- Participate in NIMS training.
- Recruit and participate in WMD Awareness Course.
- Participate in Emergency Management Association Workshop September 14-16, 2005.
- Conduct assessment of training needs to determine progress made towards target levels.
- Participate in Tabletop Exercise utilizing HSEEP and Submit HSEEP Report in accordance with 3-year exercise plan.
- Test emergency communications and warning process/procedures.
- Submit After Action Report (AAR) within 45 days following an exercise.
- Submit Improvement Plan (IP) within 45 days following an exercise.
- Take corrective action on deficiencies identified through exercise evaluation process.

Status (a detailed narrative):